



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

JOB OPPORTUNITY BULLETIN: PHARMACY TECHNICIAN

SALARY RANGE:	Range T: \$2,980 - \$3,732 per month <small>*The Starting Salary applies to those first entering State Service. The Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</small>
TENURE/TIME BASE:	Permanent, Full-Time
PROGRAM/DEPARTMENT:	Medical Services
FINAL FILING DATE:	Until Filled

DESCRIPTION OF DUTIES:

Sonoma Developmental Center has a vacancy for a Pharmacy Technician. Under the direction of the Pharmacist II, the Pharmacy Technician provides general clerical support performing a high degree of independence, initiative and originality in the performance of duties including filling unit dose cassettes; processing accountability records; maintaining client medication profiles (including computer order-entry); reviewing pharmacy stock for expired drugs; maintaining drug and supply inventory records including checking supplies received against purchase invoices/purchase orders, taking physical inventories and keeping an inventory of quantities of stock on hand; keeping shelves and supplies clean ensuring stock is in its proper place; preparing purchase orders, answering and directing phone calls; maintaining an office filing system, opening and distributing mail, photocopying sensitive documents; operating packaging machinery for unit dose and maintaining a log of drugs packaged; performs other duties deemed appropriate by program management.

WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status in the title section of the Employment Application (STD. 678). For more information on the qualifications, please visit the California Department of Human Resources website at www.calhr.ca.gov. The STD. 678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening, and fingerprint clearance. Applications will be reviewed and only the most qualified applicants will receive a selection interview. **Applicants must possess a license to practice as a Pharmacy Technician issued by California State Board of Pharmacy. Original license will be reviewed at time of interview. Please submit a copy of license with your STD. 678.**

SUBMIT YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

Sonoma Developmental Center
Human Resources - Room #124
P.O. Box 1493
15000 Arnold Drive
Eldridge, CA 95431

(707) 938-6622 (Contact Vic McWilliams for questions specific to the essential functions of the position only). Civil Service Eligibility will be determined by Human Resources staff.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.